

Program B: Office of Management and Finance

Program Authorization: R.S. 36:501

PROGRAM DESCRIPTION

The mission of the Office of Management and Finance is to define, procure, and allocate resources necessary to support the activities of the Department of Transportation and Development. This program is the service center that provides financial information, budget preparation and monitoring, data processing, purchasing, personnel services, equal opportunity services, and equipment management to the department to maintain and enhance the overall operations. The program's long range goal is to provide department-wide coordination, communication, personnel and basic resources to accomplish the department's mission. This program has only one activity, Office of Management and Finance.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To ensure that the cost of providing support services remains at or below 15% of other operational costs.

Strategic Link: Strategic Goal: To provide department-wide coordination, communication, personnel, and basic resources which are essential to the accomplishment of the department's mission, at minimum cost.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD	ACTUAL YEAREND PERFORMANCE	ACT 11 PERFORMANCE STANDARD	EXISTING PERFORMANCE STANDARD	AT CONTINUATION BUDGET LEVEL	AT RECOMMENDED BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Cost of support services as a percentage of other costs	15.0%	11.9%	15.0%	15.0%	15.0%	15.0%

2. (SUPPORTING) To maintain a 95% accuracy rate in processing personnel actions.

Strategic Link: Strategic Goal: To provide department-wide coordination, communication, personnel, and basic resources which are essential to the accomplishment of the department's mission, at minimum cost.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
S	Percent of error-free personnel actions	95%	99%	95%	95%	95%	95%
S	Number of personnel actions	14,595	15,100	15,000	15,000	15,000	15,000
S	Number of employees per human resources staff	200	217	200	200	200	200

3. (KEY) To recover at least 50% of the repair costs referred to the legal section of the program for collection from those whose negligence damaged roads and bridges.

Strategic Link: Strategic Goal: To provide department-wide coordination, communication, personnel, and basic resources which are essential to the accomplishment of the department's mission, at minimum cost.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of the repair costs recovered	Not applicable ¹	49.0%	50.0%	50.0%	50.0%	50.0%
S	Dollars collected	\$85,600	\$933,033	\$860,000	\$860,000	\$900,000	\$900,000

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	353,385	708,400	708,400	706,656	704,600	(3,800)
Fees & Self-gen. Revenues	444,213	151,000	151,000	151,000	151,000	0
Statutory Dedications	33,443,764	35,614,914	35,750,575	35,485,709	21,680,703	(14,069,872)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u><u>\$34,241,362</u></u>	<u><u>\$36,474,314</u></u>	<u><u>\$36,609,975</u></u>	<u><u>\$36,343,365</u></u>	<u><u>\$22,536,303</u></u>	<u><u>(\$14,073,672)</u></u>
EXPENDITURES & REQUEST:						
Salaries	\$10,287,584	\$10,136,697	\$10,136,697	\$10,236,810	\$10,305,283	\$168,586
Other Compensation	7,536	22,000	22,000	22,000	22,000	0
Related Benefits	15,482,785	16,524,374	16,524,374	16,538,026	2,540,853	(13,983,521)
Total Operating Expenses	7,355,146	7,951,979	7,953,273	8,102,009	7,979,606	26,333
Professional Services	173,774	973,711	708,078	573,711	573,711	(134,367)
Total Other Charges	463,882	520,705	920,705	550,716	794,757	(125,948)
Total Acq. & Major Repairs	470,655	344,848	344,848	320,093	320,093	(24,755)
TOTAL EXPENDITURES AND REQUEST	<u><u>\$34,241,362</u></u>	<u><u>\$36,474,314</u></u>	<u><u>\$36,609,975</u></u>	<u><u>\$36,343,365</u></u>	<u><u>\$22,536,303</u></u>	<u><u>(\$14,073,672)</u></u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	268	273	273	273	273	0
Unclassified	1	1	1	1	1	0
TOTAL	<u><u>269</u></u>	<u><u>274</u></u>	<u><u>274</u></u>	<u><u>274</u></u>	<u><u>274</u></u>	<u><u>0</u></u>

SOURCE OF FUNDING

This program is funded with Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are for space occupied by Civil Service and the Department of Health and Hospitals in the DOTD Annex as well as payments for computer services of the Advantis Information System (Department of Education, Division of Administration, Department of Public Safety, Department of Labor, Department of Social Services and Louisiana State University). The Fees and Self-generated Revenues are from fees for bid lists mailed to contractors. Statutory Dedications are Transportation Trust Fund-Regular and Transportation Trust Fund-Federal. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
Transportation Trust Fund - Regular	\$32,522,511	\$34,693,661	\$34,829,322	\$34,564,456	\$20,759,450	(\$14,069,872)
Transportation Trust Fund - Federal Receipts	\$921,253	\$921,253	\$921,253	\$921,253	\$921,253	\$0

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$36,474,314	274	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$135,661	0	Carry forward for contractual agreements for legal services relative to general law, environmental law, collection on hazardous waste clean-up sites, civil suits and construction accounting.
\$0	\$36,609,975	274	EXISTING OPERATING BUDGET – December 15, 2000
\$0	\$56,883	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$0	\$56,882	0	Classified State Employees Merit Increases for FY 2001-2002
\$0	(\$43,543)	0	Risk Management Adjustment
\$0	\$320,093	0	Acquisitions & Major Repairs
\$0	(\$344,848)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$135,661)	0	Non-Recurring Carry Forwards
\$0	\$1,671	0	Legislative Auditor Fees
\$0	\$430,333	0	Salary Base Adjustment
\$0	(\$239,959)	0	Attrition Adjustment
\$0	(\$268,585)	0	Salary Funding from Other Line Items
\$0	(\$5,130)	0	Civil Service Fees
\$0	(\$369,989)	0	OTHER ADJUSTMENT - To reduce Other Charges for Legislative Auditors, Recording Fees and Enterpriese Information Architecture Update
\$0	\$94,755	0	OTHER ADJUSTMENT - Supplies associated with the acquisition of computer equipment, etc.
\$0	\$82,686	0	Increase in Retiree/Surviving Spouse Insurance

\$0	(\$14,101,760)	0	Distribute Retirees and Surviving Spouse Group Benefits
\$0	\$247,500	0	Geographical Information Systems interface to interact with the computer systems
\$0	\$245,000	0	Software Licensing Fee for Departmentwide document inventory systems.
\$0	(\$100,000)	0	TECHNICAL ADJUSTMENT - Expenditure for Auditor
\$0	\$22,536,303	274	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$22,536,303	274	BASE EXECUTIVE BUDGET FISCAL YEAR 2001-2002
SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:			
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$22,536,303	274	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 61.7% of the existing operating budget. It represents 97.6% of the total request \$23,136,319 for this program. The 2.4% decrease is due to distributing to each program Retiree and Surviving Spouse Insurance.

PROFESSIONAL SERVICES

\$423,711	To provide professional legal services involving general law, expropriation, environmental law, construction, contract and property matters
\$150,000	To provide professional legal services involving Human Resources, Compliance Programs, and the Secretary's Office of DOTD. Work involves civil service, equal employment discrimination cases & other personnel matters.
\$573,711	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$366,630 Legislative auditor expenses for performing audit at DOTD
\$40,000 Recording fees paid to the Clerk of Courts by DOTD for its Capital Outlay Program
\$10,000 Court cost in litigation handled by DOTD and Chief Engineer's Orders to set speed limits, parking regulations and bridge weight limits, as well as court costs for depositions in legal matters
\$247,500 Geographical Information Systems interface to interact with the computer systems

\$664,130 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$43,934 Department of Civil Service and Comprehensive Public Training Program (CPTP)
\$34,376 Treasurer for central depository charges
\$15,000 Secretary of State for microfilm services and duplicate rolls of microfilm
\$35,646 Division of Administration for information services and/or equipment
\$1,671 Legislative Auditor Fees

\$130,627 SUB-TOTAL INTERAGENCY TRANSFERS

\$794,757 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$320,093 Replacement of computers and printers, hard drives, monitors, supplies, chairs, file cabinets, calculators, microfilm reader printer, folding machine, intercom system, security camera recorder

\$320,093 TOTAL ACQUISITIONS AND MAJOR REPAIRS